

**FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS
PROCUREMENT DIVISION**

320 Hospital Drive Ste. 23

Warrenton, Virginia 20186

Phone: (540) 428-8715

Fax: (540) 347-5753

NOTICE OF CONTRACT AWARD

1. DATE: June 1, 2002
2. COMMODITY NAME: Instructional Supplies - Miscellaneous
3. CONTRACT NUMBER: 02-032 Loudoun County
4. SUPERCEDES: 98-016
5. CONTRACT PERIOD: July 1, 2002 – June 30, 2003
6. RENEWAL OPTIONS: three one (1) year renewal options
7. CONTRACTOR: Kurtz Brothers, Inc.
VN: 630622 400 Reed Street, P.O. Box 392
Clearfield, PA 16830-0392
PH 800-252-3811 Fax (814) 765-8690
8. TERMS: Net 30
9. DELIVERY: 7-10 days ARO
FOB: Destination with inside delivery provided
Where required.
Minimum Order is \$50.00. Orders less than
\$50.00 will be accepted and shipping will be
charged.
10. FOR FURTHER INFORMATION CONTACT: Barb Whitehurst, Buyer
PH (540) 428-8715
11. NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC
SCHOOL USING DEPARTMENTS: This contract is the result of a
competitive bid program and its use must follow the FCG&PS
Procurement Policy/Procedures for the purchase of the commodity listed
herein. Please see the reverse side of this notice for further instructions
regarding this contract.

By: _____
Barbara Whitehurst, Buyer
FCG&PS Procurement

INSTRUCTIONS

1. **Orders:** All FCG&PS Using Departments must order services listed by issuing FCG&PS Purchase Orders per FCG&PS Procurement Procedures Manual. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 428-8717 or 8720.
2. The applicable contract number, vendor number, estimated total dollar amount (can be done as a "Not to exceed" estimated figure), contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Contractor use.
3. Inspection on delivery and approval of contractor's invoice is the responsibility of the receiving using department.
4. Any complaint as to quality of goods or services, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to FCG&PS Procurement for handling with the Contractor. All complaints must be submitted in writing and can be forwarded to Procurement via fax or courier.
5. **Renewals:** three One (1) year renewal options
6. **Pricing:** This contract provides special pricing on a list of "Market Basket" items, which are the items most commonly purchased and a 32% discount off prices as listed in the Kurtz Bros. **Catalog #108 2002**

Please note that Furniture & Equipment items on
catalog pages 547-823 are specifically excluded from this offer

7. **"NO BACKORDERS"** option is allowed. If the purchase order states "no backorders" the vendor is responsible to comply with that instruction. The requesting school will not be responsible for returning or paying any back orders.

Note: If you do not have Market Basket forms or current catalogs #108 2002 , call Kurt Murray, local rep for Kurtz Bros., at (540) 786-7011 or fax (540-785-7992.